

NIST Technicalendar

UNITED STATES DEPARTMENT OF COMMERCE

Technology Administration

National Institute of Standards and Technology

Gaithersburg, Maryland 20899-0001

The *NIST Technicalendar*, issued each Friday, covers scheduled events which are of interest primarily to the NIST staff. All boxed items/notices for inclusion should be in WordPerfect 5.1, 6.1, or ASCII format and MUST be received by 12:00 NOON each Wednesday unless otherwise stated in the *NIST Technicalendar*. Items for inclusion and requests for copies of this calendar should be sent to Ms. Sharon Mingo, Editor, Building 820, Room 125, National Institute of Standards and Technology, Gaithersburg, MD 20899-0001, (Telephone: 301/975-3570; FAX: 301/926-4431; or E-mail: mingo@micf.nist.gov).

All lectures and meetings are open unless otherwise stated.

<p>THE NEW MAIL STOP FOR THE <i>NIST TECHNICAL</i>ENDAR IS BUILDING 820, ROOM 125. THANK YOU</p>

JANUARY 29 TO FEBRUARY 2, 1996 MEETINGS AT NIST

1/30 TUESDAY 1:30 p.m. SURFACE AND MICROANALYSIS SCIENCE DIVISION/PHYSICS DIVISION SEMINAR: Laser Resonance Photoelectron Spectromicroscopy With Subwavelength Spatial Resolution, V.S. Letokhov, Laser Spectroscopy Dept., Russian Academy of Sciences, Institute of Spectroscopy, Moscow, Russia. Rm. B165, Physics Bldg. (NIST contact: J.W. Gadzuk, 975-2548.)

1/31 WEDNESDAY 10:45 a.m. REACTOR RADIATION DIVISION SEMINAR: (Hot-Electron) Femtochemistry Meets Nanotechnology: DIETing on M-I-M Sandwiches, a Low Calorie Alternative to Lasers, B. Gadzuk, NIST, Gaithersburg, MD. New Conf. Rm., Reactor Bldg. (NIST contact: D. Neumann, 975-5252.)

1/31 WEDNESDAY 11:00 a.m. PROCESS MEASUREMENTS DIVISION SEMINAR: Chemical Imaging With Infrared Arrays, E.N. Lewis, Lab. of Chemical Physics, National Institute of Diabetes, Digestive and Kidney Diseases, NIH, Bethesda, MD. Rm. A322, Chemistry Bldg. (NIST contact: T. Herne, 975-5153.)

1/31 WEDNESDAY 1:30 p.m. THERMOPHYSICS DIVISION SIMULATION SEMINAR: Modeling Noncovalent Bonding of Small Molecules by Proteins, M. Gilson, CARB, Rockville, MD. Rm. B165, Physics Bldg. (NIST contact: R. Mountain, 975-2484.)

NIST 95-96 Colloquium Series

ISSUES SURROUNDING THE DESIGN OF THE MULTICENTER STUDY OF HYDROXYUREA IN SICKLE CELL ANEMIA

Duane Robina Bonds, M.D., Group Leader, Sickle Cell Disease
Scientific Research Group

and

Myron Waclawiw, Ph.D., Mathematical Biostatistician, National
Heart, Lung, and Blood Institute
National Institutes of Health

FRIDAY, February 2, 1996, 10:30 a.m. - 11:30 a.m., Green
Auditorium, Administration Building

Although sickle cell anemia was the first blood disease described at the molecular level, there was no effective therapy available until January 1995 when the multicenter trial results were announced. This clinical trial was designed as a double-blind, placebo-controlled trial which recruited 299 patients from 21 clinical sites around the country. Because the primary endpoint involved counting multiple episodic events and deciding when the data would be considered complete, the statistical issues involved in the design of the trial and the stopping rules used to end the trial 4 months early made it a unique experience. This lecture will give a brief overview of the design of the multicenter trial, the assumptions used, the power calculations, and the stochastic curtailment used to assist in the decision to stop the trial early.

Anyone requiring special assistance should contact Lillian Ware, 975-4203. Colloquiums are videotaped and available in the Research Information Center.

Rescheduled
Radiometric Physics Division

**CORRELATED PHOTON APPLICATIONS: STANDARDLESS
RADIOMETRY, SUB-FEMTOSECOND
TIMING AND BEYOND**

Dr. Alexander Sergienko
University of Maryland Baltimore County
Baltimore, Maryland

January 31, 1996, 3:30 p.m., Bldg. 221, Rm. B165

We present the status of our tests of radiometric applications of correlated photons. These include standardless measurements of detector efficiency and standardless measurements of source radiance (one of the more difficult areas of radiometry). We also discuss extensions of these methods to other radiometric problems as well as extensions outside of radiometry such as sub-femtosecond polarization mode dispersion measurements of optical fibers.

Contact Person: Dr. Alan Migdall, 975-2331.

A new program to support cooperative research activities between the United States and selected Independent States of the former Soviet Union (FSU) has been announced by the recently formed U.S. Civilian Research and Development Foundation (CRDF). The mission of the CRDF is to fund cooperative civilian basic and applied research and to promote defense conversion and development of market economies in the FSU. The FSU Co-Investigator must be a citizen of one of the following countries of the FSU: Armenia, Azerbaijan, Belarus, Georgia, Kazakhstan, Kyrgyzstan, Moldova, Russia, Tajikistan, Turkmenistan, Ukraine, or Uzbekistan.

More detailed information is available from either Claire Hubbard or Marian McCurley in the Office of International Affairs in the Administration Building, Room A513.

THE REVISED SCHEDULE FOR THE NIST/NRC POSTDOC APPLICATION IS AS FOLLOWS:

February 1, 1996, Deadline for NRC's receipt of applicants' two page application form and a rough draft proposal.

February 15, 1996, Deadline for NRC's receipt of applicants' supporting documents and the final proposal.

February 15, 1996, Deadline for NIST Academic Affairs Office's receipt of "NRC Laboratory/Center Review Form" from NIST Postdoc advisors.

Applicants should send copies of all related materials to their NIST advisors as soon as possible. Although we have this extension, the NIST Staff should urge all applicants to submit all forms as early as possible.

For additional information get in touch with Jack Hsia, 975-306 or email, jackh@nist.gov.

Advance Notice
NIST 95-96 Colloquium Series

**VERY COLD INDEED: THE NANOKELVIN PHYSICS OF
BOSE EINSTEIN CONDENSATION**

Eric Cornell
Fellow of JILA, NIST Physics Laboratory
1995 Stratton Award Winner

FRIDAY, February 23, 1996
10:30-11:30 a.m., Green Auditorium, Administration Building

As atoms get colder, they start to behave more like waves and less like particles. Cool a cloud of identical atoms so cold that the wave of each atom starts to overlap with the wave of its neighbor atom, and all of sudden you wind up with a sort of quantum identity crisis known as Bose Einstein Condensation. How do we get something that cold? And what is the nature of the strange goop that results?

Anyone requiring special assistance should contact Lillian Ware on 975-4203. Colloquiums are videotaped and available in the Research Information Center.

CALL FOR POSTERS

Third Annual Sigma Xi Postdoctoral Poster Presentation

February 29, 1996; Employees Lounge; 11 a.m. to 3 p.m.

The NIST Chapter of Sigma Xi invites all Post-Doctoral Fellows to present a poster on their scientific research to their NIST coworkers and friends. Guest Scientists who have received their advanced degree in the last 5 years are also welcome. The poster presentation will take place on February 29, 1996, in the Employee's Lounge from 11 a.m. to 3 p.m. and will be accompanied by refreshments. All the participating Post-Docs and Guest Scientists will be invited to a special luncheon hosted by Sigma Xi on March 1, 1996, when the award for the most outstanding poster will be announced.

To participate, please contact Barbara C. Levin (Building 222, Room A353, 975-6682; e-mail: bclevin@enh.nist.gov). Please provide the following information: Name, address, telephone #, e-mail address, scientific category of research (e.g., Physics, Math, Biotechnology) and title of the poster. A one page abstract needs to be submitted by February 1, 1996.

Space is limited, so please sign up early.

MEETINGS ELSEWHERE

1/30—TUESDAY 2:00 p.m. NAVAL RESEARCH LAB. (NRL) CONDENSED MATTER AND RADIATION SCIENCES DIVISION SEMINAR: A Study of Dislocations in Silicon Using the Density Matrix Method, R.W. Nunes, Dept. of Physics and Astronomy, Rutgers Univ., New Brunswick, NJ. Rm. 127, Bldg. 65, NRL, Washington, DC. (For further information call D.J. Singh, 202/404-8627.)

1/31—WEDNESDAY 4:00 p.m. W.R. GRACE & CO. AND UNIV. OF MARYLAND DISTINGUISHED LECTURE: The Discovery and Development of Compounds That Contain Metal-Carbon Multiple Bonds, R. Schrock, Chemistry Dept., MIT, Cambridge, MA. Rm. 1407, Chemistry Dept., Univ. of Maryland, College Park, MD.

2/1—THURSDAY 2:00 p.m. W.R. GRACE & CO. AND UNIV. OF MARYLAND DISTINGUISHED LECTURE: Living Polymerization of Cyclic Olefins and Acetylenes by Well-Defined Alkylidene Complexes of Molybdenum and Tungsten, R. Schrock, Chemistry Dept., MIT, Cambridge, MA. Rm. 139, Bldg. 25, W.R. Grace & Co., Washington Research Center, Columbia, MD.

2/2—FRIDAY 10:00 a.m. W.R. GRACE & CO. AND UNIV. OF MARYLAND DISTINGUISHED LECTURE: Some New Chemistry Involving Triamidoamine Complexes of Early Transition Metals, R. Schrock, Chemistry Dept., MIT, Cambridge, MA. Rm. 1325, Chemistry Dept., Univ. of Maryland, College Park, MD.

2/2—FRIDAY 11:00 a.m. CATHOLIC UNIV. OF AMERICA PHYSICS DEPT. COLLOQUIUM: Solar Microwave Imaging Spectroscopy: Discrepancies Between Theory and Observation, D.E. Gary, Solar Astronomy, California Institute of Technology, Pasadena, CA. Rm. 106, Hannan Hall, The Catholic Univ. of America, Washington, DC. (For further information call C.J. Crannel, 301/286-5007.)

2/2—FRIDAY 8:15 p.m. PHILOSOPHICAL SOCIETY OF WASHINGTON MEETING: Mapping Language and Memory Functions in the Human Brain, T. Blaxton, National Institute of Neurological Disorders and Stroke, NIH, Bethesda, MD. John Wesley Powell Auditorium, Cosmos Club, Washington, DC. (For further information call T. Lettieri, 301/975-3496.)

Advance Notice

National Cancer Institute, Office of Research Services
International Society for Pharmaceutical Engineering

RESEARCH AND DEVELOPMENT FACILITY DESIGN GUIDELINES SYMPOSIUM

March 4-6, 1996

Natcher Conference Center, NIH, Bethesda, MD

The National Institutes of Health (NIH) and the International Society for Pharmaceutical Engineering (ISPE) (a non-profit group) will sponsor a symposium to introduce the NIH biomedical facility design guidelines. The emphasis will be on the design of biomedical research laboratories, the application of the NIH guidelines, and arm chair tours of the most recently constructed NIH laboratories. Attendance at this symposium will benefit researchers, architects, engineers, research management, and others involved with the design or operation of biomedical research facilities.

The NIH has pioneered the development of design guidelines for NIH biomedical research facilities. As a result, NIH receives many questions regarding how NIH designs facilities and what design changes are anticipated in response to emerging research needs. The intent of this symposium is to share NIH's current expertise and experiences with the broader biomedical community.

Space is limited and confirmation will be on a first-come, first-served basis. Payment must be included with registration.

For further information and to register contact: International Society for Pharmaceutical Engineering, 3816 W. Linebaugh Ave., Suite 412, Tampa, FL 33624; Telephone: 813/960-2105; Fax: 813/264-2816.

TALKS BY NIST PERSONNEL

BECKER, P.: "National Biological Specimen Bank (NBSB) Protocols for the Collection of Marine Tissues," Chesapeake Bay Region Marine Mammal and Sea Turtle Stranding Network Workshop, Oxford, MD, 1/25/96.

HOLMES, G.A.: "Chemistry of Epoxy Resins," Exxon Research and Engineering Co., Annandale, NJ, 1/26/96.

POIRIER, G.E.: "Molecular-Scale Views of Alkanethiol Self-Assembly on Au," Gordon Research Conf. on Organic Thin Films, Holiday Inn, Ventura, CA, 2/1/96.

TISON, S.A.: "Recent Developments at NIST in the Area of Pressure Metrology" and "Development of a Laminar Flow Transfer Standard," 1996 Measurement Science Conf., Anaheim Marriott Hotel, CA, 1/25/96.

NIST Administrative Calendar

Notices to be included should be transmitted in writing in time to be received by NOON on WEDNESDAY. Send to Management & Organization Division, Bldg. 415, Room 118, extension 4074, fax to 926-8091, or e-mail to gmr@micf.nist.gov.

January 29 - February 2, 1996

ADMINISTRATIVE ITEMS - New

ATTENTION COMPRESSED GAS USERS! The NIST Safety Office has been notified by the Air Products Company, Inc. (APCI) of a safety alert involving cylinders containing the following products: Fluorine (Technical Grade), Airopak (Fluorine Mixes), Chlorine Trifluoride (C.P. Grade), Hydrogen Fluoride (C.P. Grade), Boron Trifluoride (Electronic Grade), Sulfur Tetrafluoride (Technical Grade), or Hydrogen Chloride (Technical Grade) which are equipped with Superior Wrench Operated Valves. If the valve has a stamped lot code "GZ", "HZ", "IZ", "JZ", or "KZ" (which is located under the word Superior) there may be cracks in the valve body which will result in a leak. If you have any of the products identified above, please contact the Safety Office on extension 5818 for additional information regarding the action to be taken. NOTE: According to the information from APCI the leaks occur only when the valve is open.

ATTENTION OWNERS OF Uniphase Helium-Neon Series 1200 and 1300 Lasers The NIST Safety Office has been notified by the Edmund Scientific Co. that the Uniphase Helium-Neon series 1200 power supplies and/or series 1300 systems manufactured from 11/01/93 until 12/01/94 may have a potentially dangerous key switch. A component inside the switch was manufactured of metal rather than insulating material and in case of failure could feed full line voltage to the key. If you have one of the systems described above, please contact Clark Warfield, ext. 5820 or Janna Shupe on extension 5800 for additional identifying information (i.e. model numbers, etc.) and instructions as to how to have the condition corrected.

Retirement Luncheon for Eugene S. Domalski Gene Domalski, Group Leader in the Chemical Kinetics and Thermodynamics Division, retired on January 3, 1996, after 37 years of government service. A retirement luncheon honoring Gene will be held on Wednesday, January 31, at 12:00 noon (cash bar beginning at 11:30 a.m.) at the Golden Bull Grand Cafe, Gaithersburg. If you would like to contribute towards a gift for Gene or make reservations to attend the luncheon, please see Diane Frizzell (222/A263, x2509) or Pam Christian (222/A261, x2506) by January 26.

Retirement Luncheon for Richard W. Hyland Richard W. Hyland of the Thermophysics Division, Vacuum and Pressure Group, retired on January 3, 1996. A buffet luncheon in his honor is being held at the Gaithersburg Holiday Inn on February 8, 1996. The cost of \$11.50 includes tax and gratuity. To make reservations or to contribute towards a gift, please contact Ana on extension 4840 or Greg on extension 4832 before Tuesday, February 6.

Retirement Luncheon for Jack Sugar

Jack Sugar of the Atomic Physics Division retired on Wednesday, January 3, 1996, after 35 years of government service. Because of the NIST furlough, the luncheon has been rescheduled for Tuesday, February 13, 1996, at 12:00 noon at the Turning Point Inn, Urbana, MD. The cost is \$20.00 which includes your choice of Atlantic Salmon, Turning Point Inn Salad, or New York Strip Steak. All choices include soup or salad, vegetables, a starch, dessert, coffee or tea, tax and gratuity. If you would like to attend and/or contribute towards a gift, please contact Laurie King on extension 3212 or Arlene Robey on extension 3221 by Friday, February 2nd.

Retirement Luncheon for James E.T. Brown

James E.T. Brown (Jim Brown) of the Fire Science Division retired on January 3, 1996, after 42 years of government service, 40 of which were at NBS/NIST. A retirement luncheon for Jim will be held on February 16 (furlough or not) at 11:30 a.m. at the Willow Tree Inn at the Montgomery Village Golf Club. There will be a buffet lunch which will include: honey baked chicken, beef burgundy, tossed salad, rice pilaf, vegetable medley, fruit platter, rolls, and assorted desserts. The cost of the buffet is \$18 which includes tax and gratuity. If you would like to attend, please see Ruth (224/B258, x6693) or Marva (224/A249, x6879) by February 12.

ADMINISTRATIVE ITEMS - Continuing

Retirement Reception for Joan Rosenblatt

Joan Rosenblatt retired December 1, 1995, as Director of the Computing and Applied Mathematics Laboratory after 41 years (40 yrs. at NIST) of dedicated government service. Due to the NIST furlough, the reception which was planned in her honor for January 3, 1996, will be rescheduled for February 8, 1996, in the Employee's Lounge from 2:00 until 4:00 p.m. If you have not contributed towards a gift and would still like to, please contact Kaye Wade, NIST North/Room 353, extension 2838 or Linda Combs, NIST South/TB416, Room 103, extension 2869, by February 2, 1996.

Electronics Support Available

The capabilities of a fully staffed and equipped custom electronics fabrication facility in the Physics Lab's Electron Physics Group is available to the NIST staff. Consultation, design, fabrication, and repair services are offered by an electrical engineer and two electronics technicians. Simulation, CAD/CAM printed circuit and chassis layout, electronic and mechanical assembly, testing and documentation are available for a wide variety of analog and digital circuitry. Please contact Alan Band (x 3764) for more information.

Forms Announcements

Form NIST-351 (REV. 7-95), Request for ID Card/Pass, is available from the Storeroom(s). Only the (REV. 7-95) will be accepted. All previous versions (blank) of Form NIST-351 are to be destroyed by recycling.

Form NIST-1209 (REV. 12-95), Request for Approval of Outside Activity, will be available from the Storeroom(s) and the MICF after December 29, 1995. Only this version is to be used. All previous versions (blank) of Form NIST-1209 are to be destroyed by recycling.

Form NIST-223 (REV. 12-95), Requisition for Duplicating/Distribution Services, will be available from the Storeroom(s) and the MICF after December 29, 1995. All

previous versions of the Form NIST-223 are to be returned to the NIST Forms Management Officer, Building 101, Room B25. Only the revised version of Form NIST-223 is to be used.

Form NIST-1276 (REV. 12-95), Express Photographic Services, will be available from the Storeroom(s) after December 29, 1995. Only this version is to be used. All previous versions (blank) of Form NIST-1276 are to be destroyed by recycling.

Postcard for Reprint/Preprint will be available from the Storeroom(s) after December 29, 1995.

LIONEL Standard-O Model of NBS Box Car Being Offered

Lionel is offering an O-gauge model of the National Bureau of Standards box car that was once used by the Office of Weights and Measures to test the weight and load capacity of rolling stock. The price is \$56.95, plus \$5 for shipping, and orders must be received by April 30, 1996. An order form can be requested from the Standards Alumni Office at extension 2486 or by calling Walter Rabbitt at extension 3301.

Employee Assistance Program (EAP)

NIST's EAP Counselor, George Dunn, has geographically relocated and, therefore, will no longer be able to serve NIST. Our EAP contractor, BEMW, Inc., has provided an interim counselor (David Foster) until such time as a suitable replacement can be found.

Singers Needed for Faure Requiem

The Gaithersburg Community Chorus will be performing the Faure Requiem and other works in a concert at NIST on May 5, 1996. Singers are needed for all vocal parts, especially Tenor and Bass. There are no auditions, and the chorus rehearses on Tuesday evenings from 7:30 - 9:30 p.m. For location and other information, contact Charlie Sturrock on extension 6027, or Bob McMichael on extension 5121.

Volunteer Tutors Needed

Gaithersburg Middle School is looking for volunteers for its tutoring programs. There are several programs that run from 2:30 to 4:00 p.m. each day. Anyone interested in helping with these programs should call Al Lewis on extension 2037.

Giant and Safeway Receipts Needed

The teachers at Quince Orchard High School have requested that NIST employees collect Giant and Safeway receipts for their school. The Civil Rights Office has agreed to act as a focal point for this effort. Please mail all receipts to Suzanne Sullivan, Room A228, Administration Building. The period for collecting receipts will end March 3, 1996.

PC-EXCHANGE: Share your PC problems, questions, etc. so that other staff members can benefit from your experience or offer suggestions to address your PC needs. Mail/phone your contributions (anonymously or with credit) to Gaithersburg PC Assistance. Gaithersburg PC Assistance: Call the PC Assistance Hotline (voice or TDD), 301/975-3099; Admin/A738; e-mail PCASSIST@micf.nist.gov. Gaithersburg PC Maintenance and Hardware Upgrades: Call the PC Maintenance Hotline, 301/975-4090. Boulder PC Assistance or Maintenance: Call the Boulder PC Support Hotline, 303/497-3931; Room 1-4050; e-mail PCASK@bldrdoc.gov.

259.1 CONFIGURING EUDORA TO SKIP LARGE MESSAGES - If you use Eudora remotely or via a Rolm dialup connection here at work, you may occasionally experience problems retrieving your mail because a single large message in your incoming mail causes a timeout problem and prevents access to your other incoming messages. This occurs most often when incoming messages include large attachments. To access your other messages when a situation such as this occurs, you need to configure Eudora to skip the large message. To do this, select Special, Settings; select the Checking Mail category; check the box for Skip messages over... and set the size to 40K. This will cause Eudora to skip the large message and retrieve those messages following it from the queue on your POP server. You can later retrieve the large message either in Eudora through a network connection or by logging onto your server and reading the message there.

259.2 GENERATING FORM LETTERS IN EUDORA - If you find that you need to send the same form letter routinely using Eudora, you may want to make use of the following procedure to simplify this. Within Eudora, select New Message and create the form that you need to use. Send this message to yourself. You now have a copy of the message in your Out Mailbox. To send the form letter to additional recipients, open your Out Mailbox, highlight the message which you created and sent to yourself, select Message, Send Again. This will open the message and put you into an edit mode which will allow you to change the recipient and make any necessary changes to any variable data in the form letter itself. You can then send the message as you would any other message.

259.3 WORDPERFECT 6.1 FOR WINDOWS UPDATE - The file, POUPDT.EXE, provides updates to WordPerfect 6.1, Presentations 3.0, and the PerfectOffice 3.0 Desktop Application Director. Problems running these applications under Windows 95 have been addressed as well as several commonly reported problems with the above programs running under Windows 3.1/3.11. If you have been experiencing problems with WPWin 6.1, it is recommended you install the update. POUPDT.EXE is a self-extracting file that includes a readme.txt file giving installation instructions. Please read the installation instructions carefully. The file is available for downloading from the MICF WHLIST, the ENH ANONYMOUS/PC subdirectory, and through the PC Assistance home page on the Web, <http://larch.cam.nist.gov/~eater/pcassist.html>, under Access PC Assistance Software Archive.

259.4 TIPS TO IMPROVE PERFORMANCE OF INFORMS 4.1 - There are several steps you can take to speed up both your system in general and Windows. These steps can also improve the performance of InForms as well. The file INFORMS.W51 is a WordPerfect file documenting ways to optimize your PC and Windows' performance. The file also answers frequently asked questions about and gives tips

for using InForms 4.1. Download the file INFORMS.W51 from the MICF WHLIST or ENH ANONYMOUS/PC subdirectory. The help sheet information is also available from the PC Assistance home page on the Web at <http://larch.cam.nist.gov/~eater/pcassist.html>, under Help Sheet Index.

259.5 F-PROT ANTIVIRUS SOFTWARE UPDATE - We have received an updated version (2.21) of the F-PROT virus scanning software. The F-PROT software can be downloaded, in the self-extracting file FP-221.EXE, from either the MICF WHLIST or the ANONYMOUS/PC subdirectory on the ENH.

NIST STOREROOM NEWS

Storeroom Hours

Effective January 22, 1996, the NIST North Storeroom located on the 3rd floor, Room 346 opened. The hours of operation are 1:30 to 4:00 p.m., Monday - Friday. Effective January 22, 1996, the Building 101 (Admin.) Storeroom hours changed. The new hours of operation are 8:30 a.m. to 1:00 p.m., Monday - Friday. The Main Storeroom (Bldg. 301) is now Self-Service. The hours of operation will remain the same, 7:30 a.m. to 4:00 p.m. (closed 12 noon to 1:00 p.m. for lunch).

OFFICE OF INFORMATION SERVICES - News

Information Center Tours

A 30-minute tour of the NIST Research Information Center is given on the 2nd Wednesday of every month. A member of the Research Information Services staff is on hand for as long as necessary afterwards to answer questions, or to arrange for more detailed explanations of specific areas.

No reservation is required. If you have any questions, or want to make suggestions about what should be covered, call Marietta Nelson on extension 3055. Next tour: Wednesday, **February 14, 1996**, at 10:30 a.m.

Training on the NIST Virtual Library

The Research Information Center is offering training on the NIST Virtual Library, which provides online access from your desktop computer to a variety of information resources and services. The next training date is January 30, 1:30-4:00 p.m., in Room A41 in the basement of the Administration Building. There is no cost and participants should know how to use a mouse. To register, please call Diane Cunningham on extension 3053.

NIST Authors' Immortality Threatened

Authors of technical papers published in non-NIST media are reminded that they must send two reprints or photocopies of each published paper along with a completed Form NIST-266 to the address on the form. (In Boulder, the paperwork first goes through Publications Services, Building 1, Mail Stop 360.00). ANY CHANGES regarding title, authors, place of publication, additional places of publication, text modification, or withdrawal from publication must be reported on the form AND to the appropriate NIST Editorial Review Board. Significant changes (such as condensations or revisions) to the document originally approved must be submitted to the Editorial Review Board as a new item, but on the Form NIST-114 you may cross-reference the original document. Complete these reporting requirements to assure proper bibliographic indexing, wide professional exposure,

conformance to NIST policy, and literary immortality!

Attention All NIST Authors NIST authors are reminded that all manuscripts which describe NIST work or which are produced using NIST time, money, or other resources must be approved by the appropriate editorial review board (WERB or BERB) before being released for electronic or hardcopy publication. This includes journal articles and books as well as contributions to conference proceedings and speeches scheduled for publication. For details on how to submit review material, consult your copy of the NIST Administrative Manual, Subchapter 4.09, NIST Technical Communications Program, December 21, 1993, Appendix H.

Attention RIC Patrons

The RIC is reviewing the serials subscriptions/usage/cost for possible cancellations. If you have a need for any of these titles, please contact Beth Bloomquist at whiting@enh.nist.gov or extension 2809. Thank you.

Environment (TD1)
Environment international (TD169)
Enviro (TD196)
Environmental research (RA565)
Environmental science and technology (TD180) - also microform/online
EPRI journal (TK1001)
Ergonomics (TA166)
Futurist (CB158)
Gold bulletin and gold patent digest (TS377)
Human factors (T58)
Journal, American Water Works Assoc. (TD201)
Journal of food science (TX1)
Journal of medicinal chemistry (RS402) - also microform/online
Journal of natural rubber research (TS1870)
Journal of the atmospheric sciences (QC851)
Journal of the audio engineering society (TK5981)
Journal of the textile institute (TS1300)
Mercury (QB1)
Meteorology and atmospheric physics (QC851)
Power (TJ1)
Radio science (QC851)
Remote sensing of environment (QE33)
Reviews in mineralogy (QE351)
Rubber developments (TS1870)
Tele (TK4)
Textile research journal (TS1300)
Trends in genetics (QH426)

Vision research (QP474)
Marine environmental research (GC1)
Journal of symbolic logic (BC1)
Geographical analysis (G70)
Statistics theory and methods abstracts (HA1)
Reports of statistical application research (HA1)
Journal of official statistics (HA1523)
NBER reporter (HB1)
Journal of economic theory (H)
Economic computation and economic cybernetics study and research (HB131)
Journal of mathematical economics (HB135)
Journal of agricultural economics (HD1401)
Rand journal of economics (HD2763)
Engineering economist (HD28)
News/U.S. Dept. of Labor, Bureau of Labor Stat. (HD4826)
International journal for housing science and its application (HD7285)
Rohm and Haas reporter (HD9651.9)
Automation in construction (HD9715)
Thomas Cook European timetable (HE3004)
Business America (HF1)
Sarah Stambler's marketing with technology news (HF5415)
Journal of urban planning and development (NA9000)

Science of the total environment
(RA565)
International journal of radiation
oncology, biology, physics (RC271)
American Industrial Hygiene Assoc.
journal (RC963)
Journal of orthopaedic research
(RD701)
AJR (RM845)
Naval research logistics (V)

Other Training Notices

For information on "Introduction to Information Resources on the Internet" and "Navigating the Internet with Netscape," please see the Computer Training section under Training and Education Opportunities in this issue of the Administrative Calendar.

SEBA - STANDARD EMPLOYEES BENEFIT ASSOCIATION

Attention Golfers

The 1996 annual meeting of the NIST Golf Association will be Monday, February 12, 12:00 noon, in Lecture Room A, Admin. Building. All interested persons are invited to attend. Note that a SEBA membership is required for league play. Get your SEBA card for 1996. Meeting topics include team formation, first play date, officer selection, and by-law revisions. For further information contact L. Slaback (x5810, slaback@micf.nist.gov) or Rick Carter (x4870, rwcarter@enh.nist.gov).

SEBA Tuesday Night Bowling League

The League is in need of two full time bowlers. Bowling is on Tuesday nights at the new Bowl America lanes on Clopper Road by MVA at 6:00 P.M. Beginning bowlers are welcome. Please contact Mike Unterweger, 975-5536, as soon as possible, if you are interested.

SEBA Basketball

The second session of basketball will begin on January 22, 1996, at Ridgeview Intermediate School from 6:00 to 8:00 p.m. and will end on April 29, 1996. The cost is \$10.00 with a SEBA number. Persons who participated in the first half (9-11-95 to 12-11-95) do not have to pay. No one will be allowed to participate without the permission of Jasper L. Mullen on extension 4213 or James E. Rountree on extension 4035.

CAFETERIA MENU (Subject to change without notice)

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Special	Special	Special	Special	Special
Beef over Rice	Chicken Cordon Bleu	Baked Fish Primavera	Turkey Divan	Fish Creole
Peas/Mushrms	Turnip Greens	Zucchini & Green Beans	Rice	Cauliflower
Roll & Butter	Rosemary Potatoes	Glazed Rutabagas	Limas & Mushrooms	w/Hollandaise
Fresh Fruit	Roll & Butter	Roll & Butter	Roll & Butter	Cajun Pots
Entrees/Vegs	Entrees/Vegetables	Entrees/Vegetables	Entrees/Vegetables	Ents/Vegs
Burrito	Burrito	Burrito	Taco Salad	Burrito

Eg/Plant Parm	Macaroni, Beef & Tomatoes	Chicken Pot Pie	Burrito	Fish Creole
Beef over Rice	Chicken Cordon Bleu	Baked Fish Primavera	Turkey Divan	SW Bf/Peps
Peas/Mushrms	Southern Style Turnip Greens	Zucchini & Green Beans	Salisbury Steak	Whiting Fillet
CA Vegetables	Sliced Carrots	Glazed Rutabagas	w/Mushroom Sauce	Cauliflower
Mixed Squash	Rosemary Potatoes	Baked Potato	Creamed Spinach	w/Holland
Rice	Rice	Rice	Limas with Mushrooms	Oriental Veggies
Soup/Intern	Soup/International	Soup/International	Mashed Potatoes	Cajun Pots
Beef Noodle	Potato Leek	Old Fashioned Bean	Rice	Rice
Pasta	Pasta	Creole	Soup/International	Soup/Intern
			Minestrone	Chicken Rice
			Pasta	Pasta

TRAINING AND EDUCATION OPPORTUNITIES

To reserve a space in any training course an approved NIST Request For Training Memo must be submitted unless otherwise noted. Receipt of the approved Memo serves as your space registration. All classes will be filled on a first-come-first-reserved basis. Without an approved Memo, we are unable to reserve a space in any class. Please forward the approved Memo as soon as possible when planning your training. If you have any questions, please call x3003, or x3017. Thank you!

****MANAGEMENT UPDATE SERIES****

The Management Update Series is a series of monthly briefings for all supervisors and managers focusing on administrative subjects critical to the way we operate. The Request for Training Memo is not required for sessions in the Management Update Series, unless otherwise noted.

LEAVE AND ABSENCE AND DUTY HOURS

Instructor:	John Hanson, Office of Human Resources
Management	Cost: NONE
Date: February 7, 1996	Location: Lecture Room D
Time: 1:30 p.m. - 3:00 p.m.	

LEAVE AND ABSENCE AND DUTY HOURS FOR XO'S, AO'S AND T&A LIAISONS

Instructor:	John Hanson, Office of Human Resources
Management	Cost: NONE
Date: February 14, 1996	Location: Lecture Room B
Time: 1:30 p.m. - 3:00 p.m.	

GIVING EFFECTIVE PRESENTATIONS

Description: Would you like your presentation to be more interesting to those in your audience? Would you like to experience more pleasure and less anxiety in preparing and delivering your presentations? If so, this workshop is for you. Don Swenholt will offer tips for making dry material come alive. He can help you make your long presentations seem short and the complex seem simple. You'll be able to gain and hold the attention of an audience.

Instructor:	Don Swenholt of Don Swenholt and Associates
Cost:	Approximately \$275 per participant
Dates:	February 21, 9-4, February 22, 9-4 and February 23 for 1 hr. 1996
	Location: Lecture Room C, Administration Building

PLEASE NOTE: Request for Training Memo must be submitted by February 7, 1996. This class is limited to 12 people!

****GENERAL TRAINING****

CONFLICT RESOLUTION AND CONFRONTATION SKILLS FOR SUPPORT STAFF

Description: In this workshop you will learn how to keep your cool, stand your ground and reach a positive solution!

Instructor:	CareerTrack	
Cost:	Approximately \$150 per participant	
Date:	February 22, 1996	Location: Lecture D. Administration Building

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by February 8, 1996.

****COMPUTER TRAINING****

All NIST Request for Training Memo's must be received by the Training Office at least two weeks prior to the start date of the course unless otherwise noted. At this time, the Training Office will either obligate to the instructor or cancel the class. Receipt of the approved Memo serves as your space registration. All classes will be filled on a first-come-first-served basis. Any questions please call Kelley on x3003.

Introduction to Windows is a prerequisite for all Windows applications!

All classes will be held in A41, Basement 101. All 1-Day Classes will be \$125. All 2-Day Classes will be \$225, unless otherwise stated.

EURORA TRAINING

Description: This short (2 1/2 hour) class will teach participants how to send and receive electronic mail using PC-Eudora for Windows, how to create and manage mailboxes, nicknames and distribution lists, how to write rules to automatically direct incoming and outgoing mail to specific mailboxes, and how to send and receive files as attachments.

Some prior experience using MS-Windows is required.

Instructor: Chuck Eader of the Information Systems Division

Cost: NONE

Dates and Times:

February 8, 1:00 p.m. - 3:30 p.m.

February 15, 1:00 p.m. - 3:30 p.m.

February 23, 1:00 a.m. - 3:30 p.m.

DN-11's are not required but call the training office to register for a space on x3003.

UPGRADING FROM WP5.1 TO WP FOR WINDOWS 6.1

Description: Your productivity will increase significantly with 6.1 by taking advantage of the Powerbars, Toolbars, Templates, and Coaches. First you'll learn how to use all the icons that appear each time you load the program, then you'll learn about some of the most remarkable, easy-to use features available in any wordprocessor on the market. And of course we'll cover your basic features Bullets, tabs, alignment, formatting, and tables as they are easier than ever. You'll also learn some of WP 6.1's Quick features that will allow you to get your work done more quickly.

Instructor:

Impact Services, Inc.

Date: February 21, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by February 7.

UPGRADING FROM WP5.1 TO WP FOR WINDOWS 6.1

Description: This class will cover the same material as the class above.

Instructor: Lyndie Billey and Associates

Date: February 16, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted ASAP.

INTRODUCTION TO WINDOWS

Description: This one-day class will teach those new to the Windows environment the benefits of using Windows.

Instructor: Lyndie Billey and Associates

Date: February 12, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted ASAP.

INTRODUCTION TO WINDOWS

Description: This class is designed for students who want to learn the basic features of Microsoft Windows 3.1. These features include starting Windows, using the Help feature, starting an application, running multiple applications, creating and adding groups, using File Manager, and changing program item properties.

Instructor: Executrain

Date: February 14, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted ASAP.

INTRODUCTION TO WINDOWS

Description: This one-day class will teach those new to the Windows environment the benefits of using Windows.

Instructor: Business Support Training, Inc.

Date: February 9, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted ASAP.

INTERMEDIATE/ADVANCED WP 6.1 FOR WINDOWS

Description: This class is for those who are interested in setting up their own shortcut Macros. If you work in long documents and occasionally save parts of the document out as chapters (smaller files) then this class is for you. You will learn how to link the subdocuments together. You will also learn how to put bookmarks throughout your document enabling you to get to a specific spot quickly without having to scroll down throughout. This class is for participants who have had Introduction to WP/6.1!

Instructor: Impact Services, Inc.

Date: February 6 & 7, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted ASAP.

INTERMEDIATE MICROSOFT WINDOWS 3.1 (NEW VENDOR EXECUTRAIN!)

Description: This class is designed for students who want to start an application from Windows without using an icon, use shortcut keys, add programs to windows, use Character map, record and run macros, and use the Clipboard. In addition, students will learn to use File Manager to change file attributes, search for files, create Program Manager icons, and use Drag and Drop to open and print files.

Instructor: ExecuTrain

Date: February 22, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted ASAP.

DBASE V FOR WINDOWS

Description: In this course you will learn the fundamentals of relational database design and how to implement your design in the dbase for Windows environment. Hands-on exercises include: creating and modifying tables; adding, deleting and displaying data; querying the database; and generating simple reports.

Instructor:

Business Support Training, Inc.

Time:

9:00 a.m. - 4:00 p.m.

Date: February 28 & 29, 1996

PLEASE NOTE: Request for Training Memo must be submitted ASAP.

QUICK PROCUREMENT SYSTEM (QPS) TRAINING FOR THE USE OF THE BANKCARD/BLANKET PURCHASE AGREEMENT (BPA)

Description: This one-day class will provide new BankCard holders and approving officials with easy instructions on the use of the BankCard. Topics to include: cardholder and approving official duties, listing of restricted items, checklist for placing BankCard/BPA orders, QPS hands-on data entry, and instructions on reconciling your monthly statement.

Instructor:

The Acquisition and Assistance Division

Cost:

NONE

Date: February 26, 1996

Location: A41, Administration Building

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: This training is "MANDATORY" for all new BankCard holders and approving officials. DN-11's are not required, however, please reserve your space by sending an E-Mail message to "Maddox" (Kelley Maddox, training office, x3003)

INTRODUCTION TO LOTUS

Description: This one-day workshop is for people who want to know the techniques to get you up and running in Lotus for Windows!

Instructor: Lyndie Billey and Associates

Time: 9:00 a.m. - 4:00 p.m.

Date: February 20, 1996

PLEASE NOTE: Request for Training Memo must be submitted ASAP.

INTRODUCTION TO INFORMATION RESOURCES ON THE INTERNET

The Office of Information Services will present a seminar for beginners who want to access the files, databases, discussion groups, and other information on the Internet. Topics covered will include electronic mail, remote login (Telnet), file retrieval (File Transfer Protocol), and services such as Gopher and World Wide Web. The seminar will consist of a one-hour overview session and a three-hour hands-on session. A Request for Training Memo is not required.

Overview

Instructor: Marietta Nelson, Office of Information Services

Location: Lecture Room C, Administration Building

Date: January 29, 1996

Time: 1:30 p.m. - 2:30 p.m.

Cost: None

Hands-on

Instructor: Jeff Harrison, Office of Information Services

Location: A41, Administration Building

Date: January 30, 1996

Time: 9:00 a.m. - 12:00 noon

Cost: None

To register for this training, please call Jeff Harrison on extension 3054.

NAVIGATING THE INTERNET WITH NETSCAPE

The objective of this introductory hands-on workshop is to practice accessing and retrieving information via the Internet using Netscape Navigator client software for Microsoft Windows. For best results, participants should have some prior experience using the Internet and should know how to use a mouse. A Request for Training Memo is not required.

Instructor: Jeff Harrison, Office of Information Services

Location: A41, Administration Building

Date: February 15, 1996

Time: 9:00 a.m. - 12:00 noon

Cost: None

To register, contact Jeff Harrison, x3054 or jharrison@enh.nist.gov.